

Job Title:	SECRETARY I	Grade 4 – NE
Job Location:	District Office	

Major Duties:

Under direct supervision, this position involves responsibility for performing a variety of secretarial functions such as filing, data entry, receptionist, word processing, and other general office duties. Perform related work as required.

Typical Examples of Work Performed: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Become familiar with, compile, and maintain records.

Type letters, memoranda, and reports from dictation, rough draft, or copy.

Become familiar with and complete various required forms.

Act as receptionist, answer telephone, give routine information to the public.

Operate most office machines to include computers.

May open, sort, and distribute mail.

Sort and file according to predetermined classifications.

Qualifications for the Job:

Graduation from high school or its equivalent.

Knowledge, skills, and abilities required on the job:

Typing and data entry skills.

Ability to operate office machines.

Ability to follow oral and written instructions.

Good telephone manners.